

[Your Name]
[Your Title]
[Company Name]
[Date]

To [Candidate Name],

We are currently reviewing our talent database and noticed that your candidate profile has been inactive for some time. We previously enjoyed learning about your background and would like to ensure we have your most current information for upcoming opportunities.

To reactivate your profile and remain in our active talent pool, please follow the steps below:

- Log in to your account at: [Link to Portal]
- Review and update your contact information.
- Upload your most recent resume/CV.
- Confirm your current employment status and preferences.

If you wish to keep your profile active but have no changes to make, please click here:
[Reactivation Link].

Please note that profiles that are not updated or confirmed by [Date] will be deactivated in accordance with our data retention policy. If you are no longer interested in opportunities with [Company Name], no further action is required.

Thank you for your continued interest in our organization.

Best regards,

[Your Signature]
[Company Name] Recruitment Team